



City of Austin - JOB DESCRIPTION



APD Data Resource Representative

FLSA:	Standard/Non-Exempt	EEO Category:	(50) Para-Prof
Class Code:	10604	Salary Grade:	BE3
Approved:		Last Revised:	August 20, 2009

Purpose:

Perform advanced records management work under minimal supervision with extensive latitude for the use of initiative and independent judgment for the Austin Police Department.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Ensure compliance with local government codes and the provisions of the Local Government Records Act of 1989
2. Coordinate the disposition of Department records.
3. Draft record control schedules for City records; develop and implement classification, filing and document management systems.
4. Provide administrative and technical assistance to the department for purposes of an standard and effective record keeping operation
5. Develop and implement record keeping, indexing, archival, retention, disposal, and classification systems for City records.
6. Interpret, advise, and provide technical guidance on records management, state and federal resource-related statutes, policies, procedures and standards to management and staff.
7. Collect, compile, evaluate and analyze the effectiveness of record-keeping operations and assist with establishing procedures.
8. Communicate department objectives, tasks, and decisions to personnel.
9. Assist with preparing reports of research findings.
10. Assist with planning, developing, coordinating, and administering research projects.
11. Assist with formulating research objectives, programs, and priorities.
12. Develop, present and schedule training programs to appropriate personnel.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of accepted business practices and procedures; of applicable rules, regulations, and policies; and of related city or legislative and legal practices and procedures.

Skill in oral and written communication.

Skill in using computers and related software applications.

Skill in handling multiple tasks and prioritizing.

Skill in handling conflict and uncertain situations.

Ability to work with frequent interruptions and changes in priorities.

Ability to train others.

Ability to establish and maintain effective communication and working relationships with city employees

Ability to communicate effectively, to handle high level administrative issues, to analyze and solve work related problems

Minimum Qualifications:

Graduation from an accredited four-year college or university with major course work in a related field plus three (3) years of experience in a related field.

Education or Experience may be substituted up to a max of four (4) yrs

Licenses and Certifications Required:

May require a valid Texas Driver's License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.